Managing Your PowerDMS Assessment
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- When and how to upgrade assessment to a newer version of standards

- Refer to the CALEA Guide To Successful Accreditation Management

Standards Development

CALEA standards are subject to ongoing review and revision. When modifications are recommended, they are presented to the Standards Review and Interpretation Committee (SRIC) for consideration. If appropriate, the Commission approves draft language for public safety community comment. The comments are provided to SRIC for consideration. The SRIC then makes final recommendations to the Commission for approval.

Most standards presented to the Commission are from CALEA staff members and public safety practitioners, but any individual can present a standard to the Commission for consideration. Standards should be submitted using The Form For Raising Standards-Related Issues found in the CALEA Electronic Standards Manuals, Appendix C.

Unless otherwise indicated, standards become effective upon the date of enactment and agencies must be in compliance within one year. Clients are notified when the updated version of the manual is available.
You do not stay in the version your assessment was created on.

Upgrade as required.

It is recommended upgrading when revisions are published.

- There may be exceptions such as when you are very close to a web-based or site-based assessment.
- You still have the 12 months to come into compliance (unless otherwise indicated).

Reach out to your Regional Program Manager (RPM) with questions.
How to upgrade your assessment

To determine your timeframe, use the date the manual was published in PowerDMS.
How to upgrade your assessment

Refer to **Getting Started with Your PowerDMS Standards and Assessment** to review how to do a side-by-side comparison of different versions of standards manuals.

[Comparing Versions of a Standards Manual (powerdms.com)](powerdms.com)

You can compare versions at any time and its recommended comparing prior to upgrading your assessment.

[Updating An Assessment to a Newer Standards Manual (powerdms.com)](powerdms.com)
How to upgrade your assessment

In addition to communication that will be shared regarding standards manual updates, when your assessment is not on the most current version, you will see a blue button in the upper right corner of your assessment.

Version of standards manual your assessment is currently on displays just under the title of the assessment.
After you have viewed the changes and determined you are ready to update your assessment to the newer version, click the blue button in the upper right corner of your assessment that reads New Version Available.
There is a step-by-step process – On the first page, click Upgrade for the version you want to upgrade to.

### Upgrade Assessment

<table>
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<th>Version</th>
<th>Publish Date</th>
<th>Expiration Date</th>
<th>Upgrade</th>
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</table>

*Note: Upgrading an assessment to a newer version of a standards manual cannot be undone.* Learn more about upgrading your assessment.
How to upgrade your assessment

Upon clicking Upgrade, you will see a summary of the changes between the version your assessment is on and the version you are upgrading to.
PowerDMS will remove a status from any standard affected by the upgrade. You can also select or deselect to Create Review Tasks for Roles.
How to upgrade your assessment

Review the Overview and Finish page

Upgrade Assessment

Note: Upgrading an assessment to a newer version of a standards manual cannot be undone. Learn more about upgrading your assessment.

Step 3 - Overview and Finish

Changed Standards: 11

- 10 standards were changed.
- 1.2.8 (LE1)
- 22.1.3 (LE1)
- 33.4.4 (LE1)
- 33.5.3 (LE1)
- 35.1.2 (LE1)
- 4.1.1 (LE1)
- 46.2.1
- 61.1.2 (LE1)
- 72.8.1
- 81.2.7 (LE1)
- 1 standard was deleted.
- 61.1.3 (LE1)

Tasks - The following roles will have 10 review tasks created:

- Accreditation Manager

Finish & Upgrade
How to upgrade your assessment

Once you click Upgrade Now, this cannot be undone.
How to upgrade your assessment

The assessment is now on the more current version as selected.

Assessment Name: CALEA LE1 3/2022 - 3/2026

Start Date: 3/1/2022

Due Date: 3/30/2026


The revision for this assessment does not expire.
Setting Statuses

- LE1 and CS1
- Setting in bulk
- Setting by individual standard

Status options:
- Not Set
- In Compliance
- Not in Compliance
- Elected 20%
- Not Applicable
- In Progress
Setting Statuses

LE1 or CS1

CALEA Tier 1 Accreditation Setup (powerdms.com)

Open up your assessment at the Title or “root” then click on the Standards Tab

![Image of assessment setup](image-url)
Select the Role you want to set the statuses to from the Currently Acting As drop-down.

You will have to repeat these steps for all roles you are using.
Setting Statuses

From the Perform Action drop-down, select Set Status
From the Status drop-down, select Not Applicable
Setting Statuses

Check the top check-box to apply that status to all standards

Click Apply status to selected standards green button
Scroll to the bottom and click Save pending changes
At the top in the Standard Contains field, type in LE1 or CS1

LE1 or CS1 as applicable

Click Apply Filters

Select Set Status

Select a status: Blank = Not set or In Progress

Check top checkbox

Click Apply then scroll to the bottom and Save Changes
Setting Statuses in Bulk, such as by Chapter

- Click on the chapter you want to set the status for
- Click top check box
- Select applicable status from drop-down
- Select Set Status
- Click Apply and then Click Save at the bottom
Setting statuses by individual standard

Navigate to the standard and click the Statuses Tab

You should have a status set in one role for every standard annually